

**2010 TGEI Steering Committee
Minutes for May 13, 2010
James K Polk Building 15th Floor Conference Room
Conference Call Number 615-741-2032**

Members Present

Kandi Thomas
Debra Bloomingburg
Lamont Price
Cathy Salazar (representing Jerry Lester)

Members Absent

Danielle Barnes
Jamie Kilpatrick
Jesse Neely
Mac Purdy
Brian Senecal
Doug Stephens
Barbara Wall
Melinda Williams
George Zukotynski

Members Present Via Conference Line

Guests

Donna Jewell
Derek Martin

Agenda	
Topic	Notes
Review and Approve April 2010 Minutes	Approved with no changes noted
Need a secretary Or volunteer for each meeting for minute taker.	Kandi and Donna will take notes.
Treasurer's Report	No report; transfer of signatory authority has not yet occurred due to scheduling conflicts.
Update on Annual Conference Internal Planning Meeting with Lamont, Barbara, and Cathy. Immediate Action Required – We need volunteers for Annual Conference. TGEI Steering Committee	On May 5, the TGI Leadership Group met. TGEI will be taking more of a leadership roll than planned previously. At this point, Lamont has contacted both TSU and the Tennessee Room. Currently, DOHR is in contract-writing phase to

will take the lead in planning for the Conference. TGMI will coordinate with us and provide their volunteers.

use the Tennessee Room in the Snodgrass Building on September 20th for the Fall Conference. Possible speakers include Deputy to the Governor John Morgan, Commissioner Matt Kisber (Economic and Community Development), Commissioner Timothy Webb (Education), Mike Morrow (F&A TRAM unit) and Commissioner Viola Miller (Children's Services).

After venue is confirmed, the program/theme is the next priority. Other priorities will include continuing education units, and catering.

At the next TGI Leadership meeting, Saya Qualls will come to try to fill in any gaps in planning that may exist. This group plans to meet monthly until the conference with the next meeting scheduled for May 25th at 2:00. The TGEI contingency of this group will probably meet prior to each meeting to determine what actions need to take place at the larger meeting. The next meeting for this smaller group is tentatively scheduled to take place on May 17th at 10:30.

Donna and Derek volunteered to help with registration of the conference. In addition, Cathy mentioned that Dan Strasser (Class of 2009) has also volunteered.

Possible catering vendors include the Tennessee State Parks and Chef Christopher. Donna brought up Clint Boucher and will try to forward any information to Trish Pulley and Sharon Buwalda about an RFP. Dan Willis has helped Kandi organize the information as to what might be needed to be included in the RFP.

Alumni Directory Update: We have asked DoHR for TGEI class rosters. Trish will determine what is available and get back to me. We also need to ask DoHR how often we need to update the website for changes in the Alumni Directory. Monthly? Quarterly? Other?

Security of Alumni Database – Concerns - Some retired Alumni have provided Donna with home

We are waiting on Trish to provide rosters. And will ask for DoHR's preference on how often we update the alumni directory. We will also share our concerns regarding alumni (and their personal information) who are no longer with the state.

addresses, phone numbers, and private email addresses. While we have their permission to include the information in the directory, can we or should we try to protect? If so, how?	
Status of documentation of any of our processes. (Events such as the Community Service events, golf tournament, conference planning, steering committee nomination and election process, and Holiday Breakfast planning)	We discussed briefly and reminded all who are involved in event planning or other functions to document their processes so that we can create our steering committee handbook for future committees.
<p>Ideas for the Year:</p> <ul style="list-style-type: none"> - Community Services Projects - Share TGMI outreach efforts to local schools and possible TGEI partnership - State Parks Update from Lamont - Jesse Update on Golf Event - Summer Barbeque Update 	<p>Community Service: Lamont will register TGI as a group on Hands On Nashville for potential volunteering opportunities with the recent flooding. Since Hands On Nashville has been flooded with volunteers, we are also looking for other ways to help. Donna will send out a mass email asking if any alumni have been affected, any ways to help and who would be willing to help.</p> <p>Outreach: TGMI is creating a Speakers' Bureau of those who would be interested in going to schools to talk about public service and what specifically they do in State Government. With the flooding (and cancellation of some remaining school terms), this idea should be carried over to the fall.</p>
<p>Issues on keeping the website current with pictures and updates on events.</p> <p>Lamont – Can you follow up with DoHR to update the 2009 TGEI class...add pictures, etc.</p> <p>Action: still need to determine possibilities with UT and/or DOHR</p>	Lamont will ask DOHR again about the Class of 2009 pictures.
Update on discussions from the combined meetings with DOHR and TGMI	Most involved Fall Conference. See above.
<p>Other Business</p> <p>TGEI Orientation July 13-15 target dates @ TBI. See email from Dr. Tom. Provide input to him asap.</p>	<p>Cathy reported that the 2009 Class has been given 20 minutes at the 2010 Class Orientation and is planning on taking a group up to Knoxville for both weeks during the 2010 session.</p> <p>Save the date: Once the contract is finalized with the Tennessee Room for the Fall Conference,</p>

	Donna will send out an email to alumni to save the dates of September 20 (Fall Conference) and December 14 (Holiday Breakfast).
Future Agenda Topics:	By-laws: Changes need to be proposed (addition of an office of Vice-President, change Reporter function, change restriction for classes prohibited for running for Steering Committee positions) and sent out to the membership prior to the Holiday Breakfast. These changes will be voted on at that time. Derek will take the lead in organizing what changes need to be made.